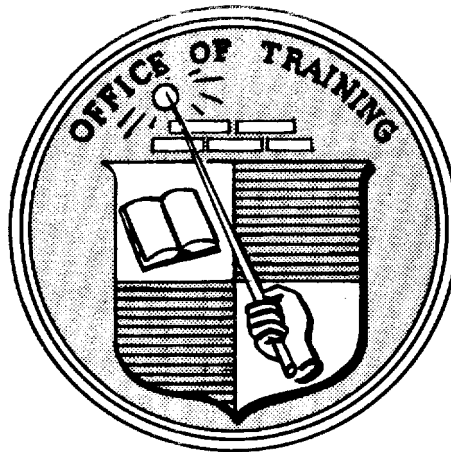


# OFFICE OF TRAINING BULLETIN

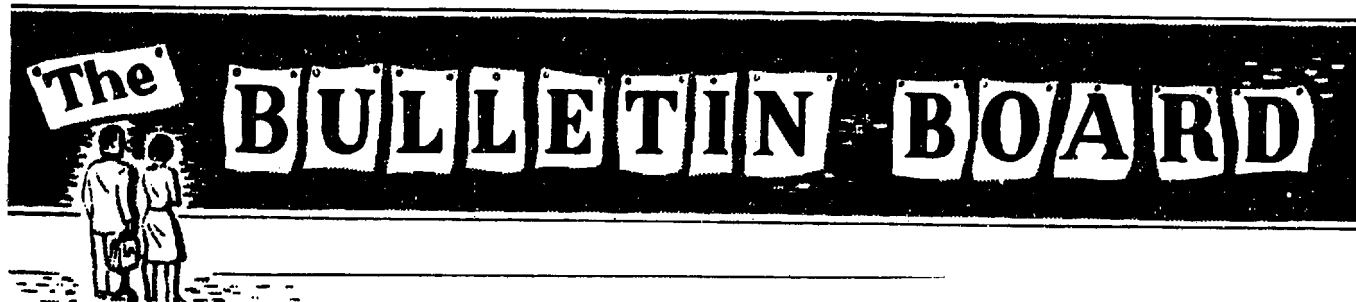
Number 63



May 1962

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COURSE ON GEOGRAPHY OF THE USSR TO BE OFFERED

A new course on the Geography of the USSR will be offered by the Intelligence School, OTR, beginning 8 October 1962. Classes are planned for Monday, Wednesday, and Friday from 0830 to 1230 hours, for six weeks.

The course is designed to provide a geographic background on, and a detailed, visual image of the USSR. It will include a study of the physical and cultural geography of the USSR, with the regions within the USSR being covered in detail. To provide the visual image of each region, students will work with maps and aerial and ground photographs. There will be films, too, of the regions.

In addition to selected reading, students will read classified intelligence reports and will use classified aerial and ground photographs. Additional details on the course can be provided by [REDACTED] of the Intelligence School. Their extension is 5727.

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### ADVANCED FIELD FINANCE PROCEDURES

A new course, Advanced Field Finance Procedures, is now being offered by the Intelligence School/TR. This full-time, one-week course is designed to familiarize qualified personnel with Class A and Financial Property Accounting procedures and related subjects such as Inter-Agency transactions, use of un-appropriated funds, and budget formulation.

The prerequisite for the course is the successful completion, since 1 January 1962, of the Budget and Finance Procedures Course, or its equivalent. Additional information may be obtained by calling Chief, Operations Support Faculty, extension 5737.

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### VOLUNTARY LANGUAGE TRAINING PROGRAM

OTR's Voluntary Language Training Program began the Spring-Summer Semester in March with 218 students attending 29 classes. Classes are being held in [REDACTED] Arlington Towers and in Headquarters. Languages being studied are Chinese, French, German, Russian, and Spanish.

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The Fall-Winter Semester begins on 17 September and will run for 23 weeks. It is expected that there will be classes in French, German, and Spanish at the basic, intermediate, and seminar levels. It is planned, too, to have basic Russian and Chinese courses and a Chinese Seminar. If registrations warrant it, OTR will organize classes in basic Italian and basic Japanese.

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VOLUNTARY LANGUAGE TRAINING PROGRAM (cont.)

Training Officers and prospective students should observe that the registration deadline is 15 August 1962, and training requests should be sent accordingly, to the Admissions and Information Branch/RS/TR, Room GC-03.

CATCHING UP WITH THE AREA ROUNDTABLE

To expand or not to expand; that is the current problem of the very active Inter-Agency Area Roundtable. Established nearly three years ago, the Roundtable is an unofficial working committee of those in Government who are concerned with the training and orientation of personnel for overseas service.

The current problem, finally brought to the fore at last month's meeting, shows the ever-growing interest throughout the Government in training for residence and work among foreign peoples, whose beliefs, traditions and customs can no longer be ignored, much less depreciated, by Americans abroad. The Roundtable originally consisted of six members; it now has thirteen. The Peace Corps, the Department of Health, Education and Welfare (HEW), and the Human Resources Research Office - under contract to the Department of the Army - are a few of the new members. The proposal now is to extend membership to certain other branches of the Military Services and to another research office under military contract. The trend toward merging representatives of area research with those of area training will be a subject for further discussion.

Of significance to the intelligence community is the growing awareness of the need for "area competency," which this growth problem presents. Every meeting of the Roundtable turns up some new Government interest in the problem of training for overseas service. At the last meeting, to which OTR was host, the "Herter Committee," (Committee on Foreign Affairs Personnel), sent a representative. This is in line with what an official of HEW described at the same meeting as the great groundswell of undergraduate, as well as graduate, interest in the non-Western world, a groundswell of whose existence and dimensions the academic institutions involved are only too dimly aware.

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AREA ROUNDTABLE (cont.)

The growing vitality of the area concept was recently manifested in another membership problem. A proposal to merge the Inter-Agency Area Roundtable with a companion organization, the Inter-Agency Language Roundtable - in which the "language-half" of OTR/LAS plays a major role - was turned down by both groups because of the conviction that the "working level" needs of both could best be handled separately. Nevertheless, considerable coordination exists in order to handle the inevitable interaction of area and language concerns.

Budget-minded Government personnel may be most impressed by the Roundtable's Area Training Materials Center (ATMC). The Roundtable, with no official standing, no building of its own, and no budget, has succeeded in getting funds from member organizations for the early establishment of a small staff in the Department of State's Foreign Service Institute to organize, collect, and disseminate materials such as books, pamphlets, color slides, and films, for use in overseas training programs. This Center is a "share the wealth" move as far as area training materials are concerned.

The Roundtable, as a group of professionals, deals with a considerable number of other, but perhaps more prosaic items than the ATMC. New techniques in the use of color slides, for instance, have been demonstrated by OTR personnel. The use of artifacts to make foreign cultures more vivid is another approach which OTR/LAS is likely to demonstrate at a future Roundtable meeting.

Briefings by member organizations on the way in which each conducts its training have been exciting channels for sharing the pedagogical wealth. With this, some members are especially well-endowed. The Military Assistance Institute (MAI), because of its facilities and the full month it can give to each new class on a given area, is the envy of all Roundtable members. The Agency for International Development (AID), which has its students for as much as six weeks, has developed a valuable collection of taped color-slide lectures and has made them available to the members.

CLERICAL REFRESHER TRAINING NOW CONDUCTED AT HEAD-  
QUARTERS BUILDING

Although the Clerical Training Faculty's offices are still located at 1016 16th Street, courses in the Clerical Training Refresher Program will be conducted in Room GD-0405, Headquarters Building.

Five separate courses make up this "package" of refresher training. They are Shorthand Theory Review, Intermediate Shorthand Dictation, Advanced Shorthand Dictation, Typing Techniques Review, and English Usage Review. An employee may take one or more courses during the four weeks of the program. Shorthand and English classes meet 1 1/4 hours each day; typing for one hour. There is a pretest required for shorthand so that students can be placed at the correct level of instruction. This test is given on the Thursday before the Clerical Refresher Program begins. Training Officers are notified as to which employees should report for the test.

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For additional information on the Clerical Refresher Program, call the Chief Instructor, [REDACTED] on extension 6281.

#### TRAINING RECORDS DISTRIBUTED

The annual listings of training records of Agency employees have been distributed to Training Officers by the Admissions and Information Branch/RS/TR. Although by name, it is the Agency Training Record, at this time it does not include all courses given by the Agency. Primarily, it lists against the names of employees the completion of OTR's courses. It also includes the Logistics Support Course, courses given by the Technical Services Division, and some special external programs. External programs include the Senior Officer Courses; that is, the National War College, Army War College, Industrial College of the Armed Forces, Armed Forces Staff College, Air War College, Naval War College, and Department of State's Senior Seminar. Management courses at Ft. Belvoir, Harvard University, Universities of Chicago and Pittsburgh, the Brookings Institution, and at the American Management Association are also in the record. So, too, are foreign language courses and the missile and weapons orientations.

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The Agency Training Record contains information on completed instruction through 31 December 1961. For supplementary information or to report any corrections or additions, Training Officers may call [REDACTED] in the Admissions and Information Branch, extension 5203.

#### INTELLIGENCE PRODUCTS EXHIBIT TO BE HELD IN JUNE

The Intelligence School will present another Intelligence Products Exhibit on Thursday, 14 June, from 0945 to 1200 hours in Room 1-A-07. All Agency employees are invited to attend the Exhibit, which is being conducted as part of the Intelligence Orientation Course, which is in session the week of 11 June.

## ORIENTATIONS FOR TRAINING OFFICERS AND TRAINING ASSISTANTS

Orientation programs for Training Officers and Training Assistants are conducted regularly by the Registrar Staff. Employees who have the responsibility of arranging for the training of personnel in their offices are invited to participate. The Orientation is also suitable for other professional employees who are concerned with training matters. The Training Officer's Orientation is a 16-hour program which covers the Agency's interest in, and provision for the training of its careerists, the support role of OTR, and the internal and external programs available to employees. It includes a review of pertinent regulations, admissions procedures, and general services which Training Officers should know in order to use OTR's resources and facilities effectively. The Orientation is given to small groups to permit variability in points of emphasis and amount of detail. Approximately eight hours are spent in briefing by members of the Registrar Staff, and the remainder of the time is for visits to other offices in OTR to meet key personnel and to get acquainted with their activities.

In the eight-hour briefing for Training Assistants, most of the emphasis is on procedures for enrolling employees in internal and external courses and on the record-keeping responsibility of the Registrar Staff.

25X1A Arrangements for attendance at either can be made by calling [REDACTED] of the Admissions and Information Branch/RS/TR, on extension 5517.

## LANGUAGE TESTING: New Room; New Hour

Lest you didn't see Special Bulletin 19-62, we repeat that foreign language proficiency tests now begin at 0900 hours instead of 0830. They are given in Room 1-D-1606, on Tuesday, Wednesday, and Friday.

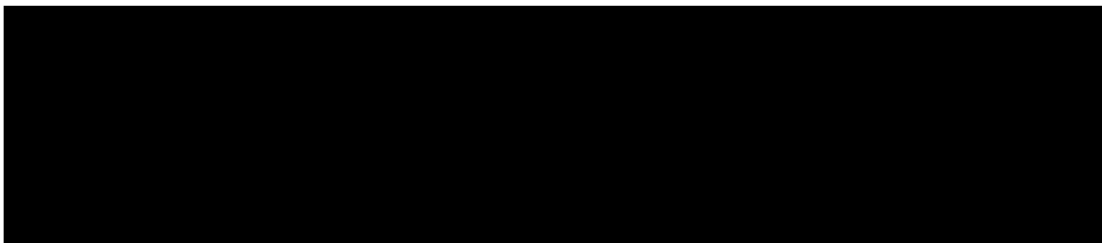
Reading and writing tests can be completed in three or four hours and the speaking test requires about 15 minutes. The speaking test, however, is not always given on the same day as the other tests. To register employees for tests, Training Officers should call the Testing Section on extension 7323. Results of these tests are forwarded to employees through their Training Officers.

## LANGUAGE LABS

The new language laboratory at Headquarters is located in Room 1-D-1605 and is open Monday through Friday from 0700 to 2000 hours. On Saturday, it is open from 1000 to 1400 hours.

LANGUAGE LABS (cont.)

The lab at Arlington Towers (Room 2219) is open Monday through Friday but from 0800 to 1800 hours. It, too, is open on Saturday from 1000 until 1400 hours. Neither lab is open on Sunday.



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Dependents who have the required language competence but who have no teaching experience will be given briefings on the basic techniques of tutoring. They will instruct either in their homes, in offices in the LAS area in Arlington Towers, or the R&S Building. There is an established hourly fee for the work. Each tutor will enter into a contract based on that fee.

The tutorial program has been in existence for two years. Although the immediate demand is [REDACTED] LAS is still interested in obtaining names of staff personnel and their dependents who have a high degree of proficiency in other foreign languages and who are interested in giving part-time language instruction. Names of prospective tutors should be forwarded to [REDACTED] 2206 Arlington Towers (extension 2873).

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TESTING IN SHORTHAND AND TYPING

Clerical Skills Qualification Tests are now given in Room GD-0405. Registration is arranged by Training Officers or Personnel Officers directly with the Clerical Training Faculty, extension 2100. Results of the tests are sent to Personnel Officers by Clerical Training. Listed below is the testing schedule through July 1962.

	<u>Shorthand</u>	<u>Typing</u>
21 May	0915 hrs.	1330 hrs
4 June		1530 hrs
5 June	1530 hrs	
25 June	0915 hrs	1330 hrs
9 July		1530 hrs
10 July	1530 hrs	
30 July	0915 hrs	1330 hrs



REPORT ON SELF-IMPROVEMENT PROGRAM OF ACADEMIC STUDIES

The first semester of the academic self-improvement program under George Washington University sponsorship at Headquarters will end the last week in May. It may be worthwhile now to identify summer offerings for present students and those not currently enrolled in freshman-sophomore level courses, and to maintain opportunities for students who want to enroll in courses at the upper-class, undergraduate level; and for graduate students.

Four courses are to be offered in the summer session which will afford present enrollees a chance to complete a six credit-hour block of instruction prerequisite to further study in the particular academic field and to do so before the fall semester begins. The courses are English 2, Geography 51, History 72, and Political Science 10. Of these, only English 2 has a prerequisite for admission: Successful completion of English 1, or the equivalent. Students not presently enrolled in the program may also register for any of the four courses planned for the summer session.

The summer semester will begin the week of 18 June. Classes will meet twice weekly, for 15 sessions. It is probable that a "vacation break" may be arranged during the semester.

On 21, 22, and 23 May, Donald McNelis, GWU Coordinator, will be in the OTR Registrar's Office, Room GC-03, for counseling students. Additional details about registration dates and schedules will appear in an OTR Special Bulletin to be issued in early June.

Looking to opportunities at higher academic levels, there should be a number of courses under way in the fall of 1962 for junior and senior level, and at least one or two courses at the graduate level. With regard to the latter, preliminary approval has been given by Dr. Archibald Woodruff, Dean of the School of Government, Business, and International Affairs at George Washington University, to initiate a Master's Program in International Affairs in the Agency's off-campus program. The full program of options and curricula will be developed in the ensuing months. Although it is unlikely that final approval for the Master's program can be obtained much before the end of 1962, permission has been given by Dean Woodruff for our offering one or two graduate courses in the fall of 1962. These graduate courses will probably be in the field of Political Science, Economics, or History. Assurance can be given that credit for any graduate courses offered in September may be applied to the Master's Program in International Affairs when the program is activated.

SELF-IMPROVEMENT PROGRAM (cont.)

Sometime in mid-summer, Dean Woodruff will brief interested employees on this unusual opportunity. Hitherto, participation in such a program has been granted only to graduates of the Senior War Colleges, through cooperative agreements with George Washington University. Dean Woodruff has proposed that successful completion of selected OTR courses may be accredited toward degree requirements, but for fuller information, employees should await the briefing.

The number of courses actually offered in any session--whether undergraduate or graduate--will vary with demand and will be subject to minimum enrollment requirements set for each course as well as instructor availability. Seven courses are now in session and four are planned for this summer. It is anticipated that twelve to fifteen courses will get under way next fall, including some being studied in this current or spring semester. By summer of 1963, it is likely that overt employees may elect courses given at the three levels of academic study in the following fields:

	<u>Freshman- Sophomore</u>	<u>Junior- Senior</u>	<u>Graduate</u>
Accounting	X		
Business Administration		X	
Economics	X		X
English	X		
Geography	X	X	
History	X		X
Political Science	X	X	X
Psychology	X		
Speech		X	
Statistics		X	

SELF-IMPROVEMENT PROGRAM (cont.)

Employees and supervisors interested in this program are invited to call the Registrar Staff of OTR at any time. Eligible for participation are all employees who possess the requisite academic background and who are in, and will probably remain in an overt status. Remaining in an overt status is an individual determination, not necessarily associated with present office of assignment, as these percentage data from the present semester's participants indicate:

12% are from O/DCI  
15% are from DD/P  
32% are from DD/S  
41% are from DD/I

For those employees who are denied participation in the self-improvement program at Headquarters, because of cover considerations, assistance in seeking similar academic opportunities elsewhere in the metropolitan area can be obtained from the Registrar, OTR, extension 5513, or [REDACTED] extension 5517. Their offices are located in Room GC-03.

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# External PROGRAMS

In this section there are summaries of non-Agency courses and meetings considered of general interest to employees. Publication in the Bulletin does not constitute Agency sponsorship of these or any other programs but under certain conditions sponsorship may be granted. Applications in such cases are submitted on Form 136, "Request for External Training", to the Chief, External Training Branch/RS/OTR. Employees who take an external course which is not sponsored by the Agency apply in accordance with [REDACTED]

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For supplementary information on selections in this section or if you have information on other programs which may be of interest to our readers, call [REDACTED] [REDACTED] maintains a collection of catalogs, brochures, directories, and other publications of leading academic, commercial, and Government institutions.

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## TRAINING IN MANAGEMENT ANALYSIS

The Bureau of the Budget has arranged for the Ordnance Management Engineering Training Agency (OMETA) to conduct several courses this year in management analysis in Washington, D. C. Courses scheduled from June through August are described.

### Introduction to Operations Research, 18-22 June

This course is designed to acquaint the person with the basic concepts and elementary techniques of Operations Research. Emphasis is on the practical utilization of the mathematical methods rather than on the abstract theory. Participants should have a knowledge of basic algebra. Preference for admission will be given to GS-12's and above.

### Project Planning and Control (PERT/ CPM), 9-13 July

The course is for persons whose work requires a detailed knowledge of techniques such as network diagramming and critical path scheduling. The principles and fundamentals of sound project planning and control in various types of activities will be brought out. Emphasis is on such techniques as Performance Evaluation and Review Technique (PERT) and Critical Path Method (CPM). Participants must be management analysts or persons with comparable responsibilities and must be in grade GS-9 or above.

### Automatic Data Processing for the Systems Analyst, 16-27 July

The course is primarily for individuals preparing for, and participating in systems evaluation, feasibility studies, and application studies of automatic data processing. Its objective is to provide a knowledge of the basic techniques used in automatic data processing systems. Participants must be GS-9's or above and should have attended an introductory ADP course or have equivalent understanding of ADP concepts.

TRAINING IN MANAGEMENT ANALYSIS (cont.)

Management Seminar, 6-17 August

This seminar is designed (a) to stimulate thinking, discussion and action relating to the philosophy, policies and practices of enlightened management and to the environment in which it operates, and (b) to survey the modern techniques, systems and procedures available for use in accomplishing the task of management. Participants must be GS-13's or above.

Procedures Analysis, 6-17 August

This course consists of a study of the techniques employed in analyzing, developing, and evaluating procedures. The use of work-distribution charts, work sampling, forms management and flow-process charting are among the techniques discussed. Participants must be GS-9's or above.

CORRESPONDENCE COURSES IN ELECTRICITY, PROGRAMMING,  
AND PUNCHED CARD DATA PROCESSING -- PENNSYLVANIA  
STATE UNIVERSITY

The Pennsylvania State University offers correspondence courses in electricity, electronics, programming, and punched card data processing. They are designed specifically for industrial employees in Data Processing but cannot be applied toward an academic degree.

Punched Card Data Processing Principles. The course covers such topics as the IBM Card and its Preparation, Sorters, Reproducurs, Collators, Accounting Machines, and Calculators. There are no prerequisites for enrollment.

Punched Card Data Processing Applications. Topics are Payroll and Labor Distribution, Cost Accounting, Accounts Payable, Accounts Receivable, Personnel Records, Inventory Control, and Material Accounting. Prerequisite for enrollment is Punched Card Data Processing Principles or the equivalent.

CORRESPONDENCE COURSES (cont.)

Principles of Programming. This course covers the concepts of programming a digital computer. Its subject matter includes the Nature of Data Processing, Introduction to Computing Equipment, Coding Fundamentals, Symbolic Programming, Branching, Address Modification and Loops, Magnetic Tape and Random Access File Storage, Planning and Installing a Computer Application, and Additional Programming Methods. There are no prerequisites for enrollment.

Direct Current Circuits. This is a course in which the theory of direct current electric and magnetic circuits is discussed. Prerequisites are high school graduate, with basic algebra or its equivalent.

Alternating Current Circuits. This course is on the theory and applications of alternating current circuits containing resistance, inductance, and capacitance. Prerequisites for acceptance are the Direct Current Circuits Course (or equivalent) and Trigonometry. (May be taken concurrently).

Electronic I. This introductory course covers basic principles and fundamental theories of electron tubes. It includes construction, operation, characteristics and applications of vacuum tubes and gas-filled tubes and introduction to certain A. C. circuit components and their action in the A. C. circuit. The prerequisite is the Direct Current Circuits Course.

Electronics II. Emphasis in this course is on thyratrons, ignitrons, multi-element tubes, special tubes, rectifying devices, filters, and photoelectric, photovoltaic and photoconductive devices. Prerequisite for this is Electronics I.

Solid State Electronics -- Computer Theory with Applications. Basic theories necessary for understanding computer logic are presented to give a reasonable familiarity with semiconductor physics, construction, parameters, and applications of the transistor as used in computer and Data Processing equipment. Prerequisite is Direct Current Circuits or Electronics I.

CORRESPONDENCE COURSES (cont.)

Solid State Electronics -- Magnetics. This course covers basic magnetism and electromagnetism, including the magnetic circuit, fields, magnetic core memories, tape units, drums and disks as used in computer and Data Processing equipment. Prerequisite is Direct Current Circuits or Electronics I.

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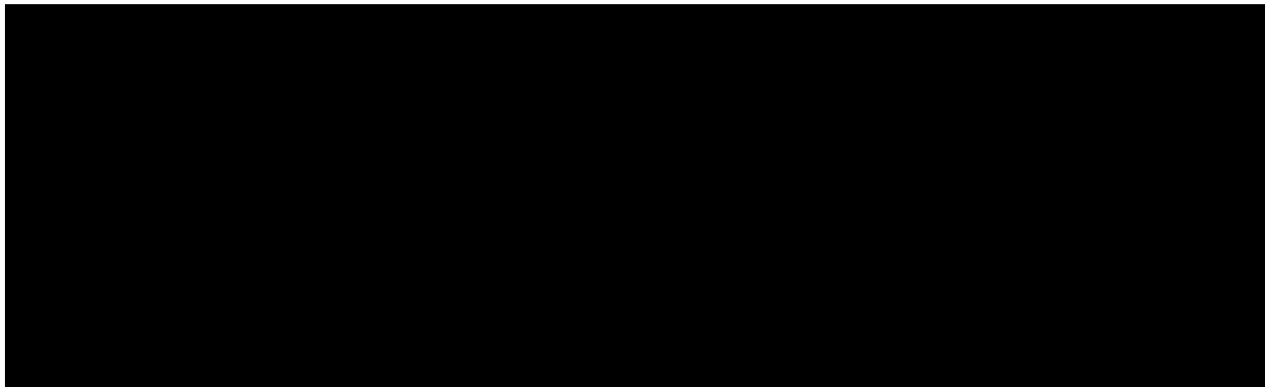
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ANNUAL CONFERENCE ON THE CARIBBEAN

Each year in December a three-day Conference on the Caribbean is held on the University of Florida campus. Conference participants comprise Latin American and United States scholars, government officials, diplomats and business representatives.

Since 1950 these conferences have been co-sponsored by the Aluminum Company of America through the Alcoa Steamship Company, Inc.; the United Fruit Company; Esso Standard Oil S. A. Ltd.; the Texas Company through Texaco (Caribbean) Inc.; International Petroleum Company, Ltd.; National Federation of Coffee Growers of Colombia.

Specific dates and program schedule for this year's conference will be announced in a future issue of the Bulletin.

REGISTRATION DATES - SUMMER SCHOOL - LOCAL AREA

Registration dates of local schools for the 1962 Summer Session are listed below. The dates on which classes begin are also indicated. External training requests must be sent to the Registrar at least three weeks before the registration date, if students who are to be Agency sponsored are to receive an advance of funds to cover their tuition.

<u>Institution</u>	<u>Registration</u>	<u>Classes Begin</u>
American University	14 June - 15 June	18 June
Law School		
All other schools	22 June	25 June (First 5-week Session, 8-week, and 10-week Classes)
	27 July	30 July (Second 5-week Session)
Catholic University	27 June - 30 June	2 July
Department of Agriculture, Graduate School	28 May - 2 June	4 June
Georgetown University	12 June	13 June (First Session)
	23 July	24 July (Second Session)
George Washington University		
Law	11 June	12 June (First Session)
	27 July	30 July (Second Session)
Education	11 June	11 June (12-week Session)
	18 June	19 June (8-and 9-week Sessions)
	9 July	10 July (6-week Session)
All other schools	18 June	19 June (8-week Session)
Howard University	18 June	19 June

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REGISTRATION DATES - SUMMER SCHOOL - LOCAL AREA (cont.)

<u>Institution</u>	<u>Registration</u>	<u>Classes Begin</u>
Montgomery Junior College	19 June - 20 June	25 June
University of Virginia, Northern Virginia Center	14 May - 9 June	11 June

NEW ASTRONOMY PROGRAM -- University of Maryland

The University of Maryland has announced a new program in astronomy leading to the B.S., M.S., and Ph.D. degrees. Six astronomers and ten NASA-financed graduate students will begin the program in September 1962. It will be closely tied to space research already underway in the Physics Department, which will become the Department of Physics and Astronomy on 1 July.

The astronomy program will be headed by Gart Westerhout. Dr. Westerhout has recently come to the University of Maryland from the University of Leiden in Holland where he was a leader in the radioastronomy program. Working with him will be Ernst Opik, an Estonian astrophysicist who was winner of the J. Lawrence Smith Medal of the National Academy of Sciences; William Erickson, a leading researcher in long wave length studies of the structure of the sun's atmosphere and of radio sources outside our Galaxy; and Uco Van Wijk, who has done theoretical research in stellar dynamics.

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AMERICAN MANAGEMENT ASSOCIATION PUBLICATIONS

These AMA publications have been received by the Registrar's Office and are available on loan in Room G-C-03 (extension 5517).

1. Company Organization for Packaging Efficiency
  2. Revolution in Training: Programed Instruction in Industry
  3. Achieving Full Value from R&D Dollars
    - Effective Planning for Research
    - The Evaluation of Research Programs
    - Re-evaluating Existing Product Lines
    - Scientific Management in Science
    - Techniques for Utilizing Research
    - The Role of Engineering
    - Speeding Product Development
    - Industry Faces the Information Challenge
    - Industrial Support of Military Research and Engineering
    - The Reliability Concept
- 

MILITARY RESERVIST ACTIVITIES

We are not including the regular Military Reservist Activities Section in this issue of the Bulletin. Detailed information on programs for reservists may be obtained from the Mobilization and Reserve Branch/MMPD, Room 207 Alcott Hall, extension 3412.

PROFESSIONAL MEETINGS AND CONFERENCES

International Conference on Spectroscopy, 10th, College Park, Md., 18-22 June, 1962. (Bourdon F. Scribner, National Bureau of Standards, Wash., 25, D. C.)

International Accounting Conference, 43d, Chicago, 24-27 June, 1962. (National Assn. of Accountants, 505 Park Av., New York 22, N. Y.)

International Conference on Precision Electromagnetic Measurements, 3d, Boulder, Colo. 14-16 August 1962. (James F. Brockman, National Bureau of Standards, Boulder, Colo.)

International Institute of Refrigeration, Technical Board, Meeting, Wash., D. C., 20 August 1962. (Dr. W. Pentzer, National Research Council, 2101 Constitution Av., Wash. 25, D. C.)

International Symposium on Far Infrared Spectroscopy, Cincinnati, Ohio, 21-24 August 1962. (Office of Information, Wright Air Development Div., Wright-Patterson Air Force Base, Ohio)

International Symposium on X-Ray Optics and X-Ray Microanalysis, 3d, Stanford, Calif., 22-24 August 1962. (Louis Zeitz, Biophysics Laboratory, Stanford University, Stanford, Calif.)

International Congress of the History of Science, 10th, Ithaca, N. Y. and Philadelphia, 26 August-2 September 1962. (Prof. C. Doris Hellman, Secretary, c/o Cornell University, Ithaca, N. Y.)

International Symposium on Combustion, 9th, Ithaca, N. Y., 27 August-1 September 1962. (Mrs. Helen Barnes, Combustion Institute, Union Trust Bldg., Pittsburgh 19, Pa.)

International Congress of Electron Microscopy, 5th, Philadelphia, 29 August-5 September 1962. (7701 Burholme Av., Philadelphia 11, Pa.)

World Congress of Sociology, 5th, Washington, D. C., 2-8 September 1962. (Miss Janice Harris, Admin. Secretary, c/o New York University, Wash. Sq., N. Y.)

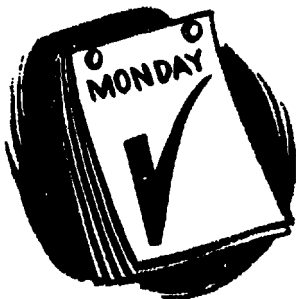
MEETINGS AND CONFERENCES (cont.)

Federal Bar Assn., Washington, D. C., 6-8 September 1962.  
(Betty Baker, 1815 H St., N.W., Wash. 6, D. C.)

American Society for Industrial Security, Washington, D. C.,  
25-27 September 1962. (Brig. Gen. W. L. Fagg, Room 431,  
Investment Bldg., Wash., D. C.)

National Security Industrial Assn., Washington, D. C.,  
4 October 1962. (R. N. McFarlane, 1107 19th St., Wash.  
6, D. C.)

Inter-American Statistical Conference, 4th, Washington, D. C.,  
15-26 October 1962. (Inter-American Statistical Institute,  
Pan American Union, Wash. 6, D. C.)



# Registrar's REMINDERS

Dates of OTR courses for the next four months are listed. Any changes in those previously announced are identified with an asterisk. Applications (Form 73) are sent to the Registrar/TR (Room GC-03) through Training Officers who will notify the applicant of acceptance in a course. Close of registration is the Wednesday before the class begins. For courses conducted at the Domestic Training Station, however, registration closes two weeks before the starting date. Training Officers will be notified by the Admissions and Information Branch/RS/TR as room assignments are made.

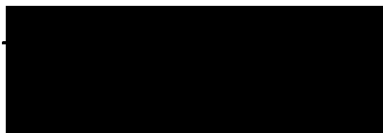
## COURSES

## DATES OF COURSES

Administrative Procedures  
(Full-time 120 hrs)  
(Indicate Phase)

30 Jul - 17 Aug

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5 Jul - 1 Aug (canceled)  
1 Oct - 26 Oct

Anti-Communist Operations  
(Part-time 80 hrs)  
0830 - 1230

11 Jun - 3 Jul

25X1C

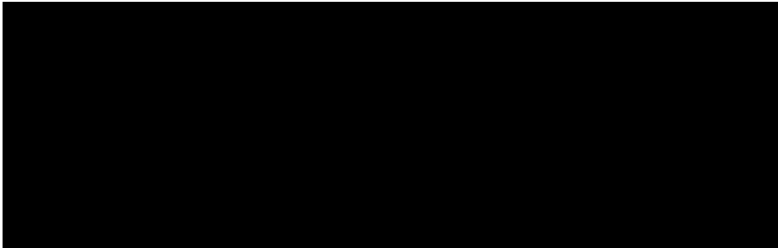
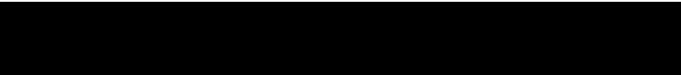


13 Aug - 31 Aug

Budget and Finance Procedures  
(Full-time 80 hrs)

11 Jun - 22 Jun  
20 Aug - 31 Aug  
24 Sep - 5 Oct

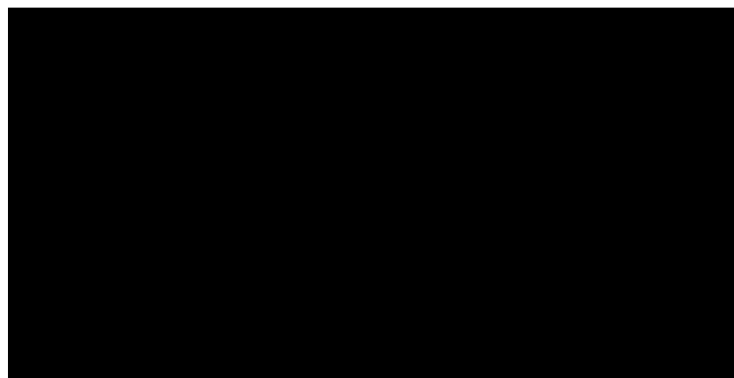


<u>COURSES</u>	<u>DATES OF COURSES</u>	
Cable Refresher (Part-time 4 1/2 hrs -- afternoon)	Scheduled on Request	
CIA Review (Part-time 2 hrs) (Form 73 not required. Register with TO)	Second Tuesday in each month	
	15 Oct - 9 Nov	
	8 Oct - 26 Oct	25X1A
Clandestine Services Records Officers Course (Part-time 20 hrs)	To be announced	
Clandestine Services Review (Full-time 80 hrs)	10 Sep - 21 Sep	
Clerical Refresher Program (Part-time 20 to 30 hrs)	28 May - 22 Jun 2 Jul - 27 Jul 6 Aug - 31 Aug 10 Sep - 5 Oct	
(Pre-test for Shorthand on the Thursday before beginning date of course. Hours for test: 0930 - 1100)		
Communist Party Organization & Operations (Part-time 80 hrs) 0830 - 1230	1 Oct - 26 Oct	
Conference Techniques (Part-time 24 hrs) Mon, Wed 0930 - 1130	22 Oct - 28 Nov	
	10 Sep - 21 Sep	25X1A

COURSES

DATES  
OF COURSES

25X1C



11 Jun - 29 Jun  
8 Oct - 26 Oct

4 Jun - 22 Jun  
17 Sep - 5 Oct

22 Oct - 2 Nov

Dependents Briefing  
(Part-time 6 hrs)

First Tuesday in  
each month

Effective Speaking  
(Part-time 24 hrs)  
Mon, Wed  
0930 - 1130

10 Sep - 17 Oct

Information Reports Familiarization  
(Part-time 40 hrs)

8 Oct - 18 Oct

Information Reporting, Reports, and Requirements  
(Full-time 120 hrs)

4 Jun - 22 Jun  
10 Sep - 28 Sep

Instructor Training

Scheduled on Request

Intelligence Orientation  
(Full-time 120 hrs)  
Indicate Phase

11 Jun - 29 Jun  
6 Aug - 10 Aug (PH I only)  
17 Sep - 5 Oct

Intelligence Research - Maps & Photo -  
Interpretation  
(Part-time 50 hrs)  
M-W-F 0900 - 1200

8 Oct - 9 Nov

Intelligence Review  
(Full-time 80 hrs)

1 Oct - 12 Oct

<u>COURSES</u>	<u>DATES OF COURSES</u>
Management (Part-time 40 hrs) 0900 - 1230 GS 11 - 13	3 Dec - 14 Dec
GS 14 and Above	10 Sep - 21 Sep
Operations Familiarization (Full-time 240 hrs) [REDACTED]	17 Sep - 26 Oct
Operations Support (Full-time 200 hrs)	4 Jun - 6 Jul 20 Aug - 21 Sep
Supervision (Part-time 40 hrs) 0900 - 1230 GS 5 - 9	4 Jun - 15 Jun
GS 11 - 12	24 Sep - 5 Oct
Writing Workshop (Part-time 28 hrs) 0900 - 1230 T-Th Basic Intermediate Intermediate (DDS only) DD/S Special (GS 15 & Above)	11 Sep - 4 Oct 20 Nov - 13 Dec 20 Nov - 13 Dec 23 Oct - 15 Nov
Pretest for Writing Workshops will be given: (1330 hrs, GD-12)	28 May, 25 Jun
USSR - Basic Country Survey (Full-time 80 hrs)	29 Oct - 9 Nov

25X1A

AREA COURSES

Americans Abroad Orientations are scheduled on request.

LANGUAGE COURSES

For dates of language courses, please refer to OTR's Schedule of Courses for 1962.

Voluntary Language Training Program:

Fall-Winter Semester:

10 Sep 62 - 15 Feb 63

# DIRECTORIES

## OFFICE OF TRAINING

Director of Training	Matthew Baird	7211	1D-0418
Deputy Director of Training		7211	1D-0418
Plans and Policy Staff		6044	1D-0410
Educational Specialist		6044	1D-0406
Support Staff	25X1A	7214	1D-0420
Assessment and Evaluation Staff		6296	GD-0410
Junior Officer Training		6093	1D-0009
Intelligence School Orientation & Briefing Officer		5963	1D-0011
		5941	1D-0023
International Communism		7371	1D-1617
Operations School		5191	GD-5321
Language and Area School		3065	2206 Arl. T.
Area Training		3477	2210 Arl. T.
Language Training		2873	2206 Arl. T.
Special Prog. - Tutorial		2873	2206 Arl. T.
Vol Language Trg.		2470	2206 Arl. T.
Registrar Staff		5513	GC-03
Deputy Registrar		5513	GC-03
Admissions & Info		5517	GC-03
External Training		5231	GD-2603

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DD/I TRAINING OFFICERS

Assistants for DD/I (Admin)		5277	7-E-32
O/DDI	25X1A	5151	7-E-32
OCR		5401	2-E-61
ORR		5081	4-F-29
ONE		5628	7-E-47
OCI		7573	7-F-21
OSI		5347	6-G-22
OBI		5041	2-F-28
OO	25X1A	3033	402 1717 H
		2747	506 1717 H
	STATSPEC	2926	414 1717 H
	25X1A	2638	306 1717 H
NPIC		3351	605 Steuart

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DD/S TRAINING OFFICERS

	Special Assts. for DD/S	7726	7-D-18	
		7726	7-D-18	25X1A
25X1A	Automatic Data Processing	2395		
	Communications	6438	GA-08	
	Logistics	2596	1C53 Qtrs. Eye	
	Medical	7792	1D-4044	
	Personnel	6772	5-E-56	
	Security	7661	4-E-71	
	Training	5513	GC-03	
	Audit	5731	5-E-28	
	Comptroller	5139	6-E-69	
	General Counsel	7531	7-D-07	

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